



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Bereavement Leave	DEC - I - d	2	08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D- Personnel	Compensation and Benefits: Leaves and Absences	DEC	08/26/2025

### PURPOSE

This procedure establishes a uniform process for a regular, full-time, benefits-eligible employee to receive paid time off for absences related to the death of immediate family members.

### DEFINITIONS

- A regular, full-time, benefits-eligible employee is (1) an employee (excluding faculty) who is budgeted for fifty percent or more time for at least five months, excluding students holding positions for which student status is a requirement for employee, or (2) a full-time faculty member as defined in the Faculty Salary Schedule.
- A member of the immediate family is defined to include spouse; son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*; parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee; siblings, sibling-in-law; grandparent and grandchild; any family member who may be residing in the employee's household at the time of illness or death. The president may grant an exception to this list of definitions of individual family members in cases of extreme hardship.

### PROCEDURE

- I. Employees that are eligible for bereavement leave will receive three days per occurrence. If the employee needs more than three days due to extenuating circumstance, the employee's supervisor, in consultation with the appropriate Vice President or the President, may authorize the employee to use other available accrued leave, which may include sick leave, vacation leave, and personal business leave.



Bereavement leave, which is compensation for time not actually worked, shall not be considered in the calculation of overtime pay.

The supervisor will report leave used under this procedure to the Human Resources Department.

- II. Employees may request through their supervisor time off to attend a funeral of a relative or other individual not covered by this bereavement leave. The employee may use vacation leave, personal business leave, or earned comp time for the absence from work. If other forms of paid leave are exhausted or not available, the leave shall be without pay.